

Assistant Chief Counsel

Permanent – Full-Time
Position Number 339-100-5871-900

SALARY RANGE: \$9,984 - \$11,565*

**This salary reflects the base pay plus a pay differential for supervising the work of Attorney IVs. The pay differential is included when determining CalPERS retirement.*

DUTIES: Under the general direction of the chief counsel of the California State Auditor's Office (office), the assistant chief counsel is responsible for managing and directing the day-to-day activities of the Legal Office and for ensuring the timely and accurate delivery of legal services. The assistant chief counsel develops and implements innovative ways to serve the legal needs of a small organization that handles an extremely broad and complex range of legal issues. The assistant chief counsel, jointly with the chief counsel, has significant participation in developing office-wide policies and strategies and for ensuring that any such policies and strategies are consistent with applicable law. The incumbent has a high degree of contact with the highest ranking elected and state officials and has direct input into decisions of statewide impact. Duties include, but are not limited to, the following:

- Manage the day-to-day operations of the Legal Office including planning, organizing, directing, and reviewing the work of the legal staff.
- Develop and implement effective policies and practices for the effective delivery of legal services within the office.
- Guide and assist attorneys in providing legal support for audit findings and recommendations that have statewide impact.
- Manage and direct litigation and oversee outside counsel who provide litigation support to the office.
- Develop and implement effective policies and practices for issuing and responding to subpoenas, requests for records and other legal matters.
- Provide testimony before the Legislature.
- Perform the most complex and sensitive legal work of the office.

REQUIRED QUALIFICATIONS:

- Active membership in the California State Bar.

DESIRABLE QUALIFICATIONS:

- Experience managing or supervising attorneys.
- Ability to plan, organize, and direct the work of attorneys.
- Ability to accurately appraise legal problems, perform legal research, and correctly apply legal principles, evidentiary rules and precedents to propose solutions.
- Knowledge of professional ethics rules as they relate to the practice of law and particularly the role of government attorneys.
- Knowledge of principles associated with the attorney client relationship, especially as they apply to organizations and public entities.
- Excellent written and oral communication skills including the ability to communicate effectively with a non-legal audience.
- Ability to work cooperatively and effectively with others.
- Dependability and the ability to adjust to shifting priorities while meeting deadlines.
- Experience drafting legal documents, including regulations.
- Ability to research and to write concisely and persuasively.
- Experience acting as a legal advisor to executive management.
- Ability to exercise a high degree of initiative, flexibility, and confidentiality.

APPLICATION REQUIREMENTS: In addition to your **standard state application (STD. 678)**, please provide a **Statement of Qualifications (SOQ)** for the chief counsel's review. The SOQ is a narrative discussion of how your education, training, experience, and skills meet the desired qualifications and qualify you for the position. The SOQ serves as documentation of your ability to present information clearly and concisely in writing and should be typed and no longer than two pages in length.

TO APPLY, send or deliver a completed STD.678 and SOQ to:

Location

California State Auditor
Human Resources Office
621 Capitol Mall, Suite 1200
Sacramento, California 95814

Contact

Kristina Gin
(916) 445-0255, ext. 500
kristinag@auditor.ca.gov

FINAL FILING DATE: MARCH 24, 2015

SELECTION PROCESS: Current state employees with status in the Assistant Chief Counsel classification (class), lateral transfers from an equivalent class, former state employees who can reinstate into this class, and persons who are reachable on a current employment list for this class may apply. All interested applicants must submit a STD. 678 (with an original signature) and indicate the position number on the application. **Emailed applications and applications without an SOQ will NOT be accepted.** All appointments will be made in accordance with applicable personnel laws and rules. Only those appearing most qualified will be interviewed. Additional hires may be made from this bulletin if positions become available.

Upon appointment, all employees are subject to **fingerprinting and having a background check conducted**. All State Auditor's Office employees are excluded from collective bargaining.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.